

AIR NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES
OFFICE**
Washington National
Guard
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
07-123-ANG

Opening Date
25 June 2007

Position Title, Series & Grade
Staff Accountant,
GS-0510-11

PD Number:
80481000

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30
(3:30 IF TURNED IN AT 141 ARW REMOTE HRO)
ON:**

24 July 2007

SEE NOTE

Location of Position:

141 ARW/FM
Fairchild AFB, WA

Baseline physical

☐ Is required within 30 days of employment per OSHA
regulation and NGB*

☒ Is not required

*This physical will be used to determine fitness and eligibility
for continued employment

Salary Range:

\$52,912 PA to \$68,787 PA

Website address:

www.washingtonguard.com/HRO.htm

APPOINTMENT FACTORS

Area of Consideration

☒ **Area A – Nationwide Excepted:**

Anyone eligible for immediate enlistment and/or
commissioning in the Washington Air and/or
Army National Guard.

☒ **Area B – In-state Excepted:** All
participating members of the Washington Air
and/or Army National Guard.

☒ **Area C – In-service Excepted:** All
presently employed permanent excepted
technicians, indefinite excepted technicians, and
AGR members with excepted technician
reemployment rights to the Washington Air
National Guard.

☐ **Area D – In-service Competitive:** All
presently employed permanent competitive
technicians of the Washington Air National
Guard.

CURRENT BARGAINING UNIT STATUS

☐ **Bargaining Unit**

☒ **Non-Bargaining Unit**

Appointment Factors:

☐ Officer

☒ **Enlisted**

☐ NDS (Competitive)

☐ Permanent

☒ **Indefinite***

***This is an obligated position. If an individual employed in the excepted civil service accepts this position, he/she will receive an indefinite appointment. If a Reduction-In-Force occurs and/or the military tour member reclaims this position, the indefinite appointee will have no reemployment rights to his/her former position or any other position. If the military tour member, having reemployment rights to this position, does not exercise his/her rights within 5 years, and funding level and employee manning levels permit, incumbent may be converted to permanent technician status without further competition.**

Military Assignment & Grade Requirements

AFSC: 6F0X1

Applicants need not be assigned to the position or
possess the AFSC to apply or be considered for
selection. Selected applicant must be assigned to
a compatible Military position and attain AFSC
within 1 year of appointment action.

Military Grade Available:
MSgt (E7)

Please note: Grade Inversion will not be
permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized	<input type="checkbox"/> PCS expenses are authorized
<input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.	
AGR announcement	
This position is also being offered as an AGR position. See Military Vacancy Announcement 07-532-ANG.	
Minimum Requirements for Consideration	
<p>General Experience: Must meet at least one of the following: A. Degree: accounting: or a degree in a related field such as business administration, finance, or public administration that includes or was supplemented by <u>24 semester hours</u> in accounting. The 24 hours may include up to 6 hours of credit in business law. B. Combination of education and experience – at least 4 years of experience in an accounting field, or an equivalent combination of related accounting experience, college-level education, and training that provided professional accounting knowledge. Applicant's background must also include at least one of the following: 1. 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law. 2. A certificate as Certified Public Accountant or a Certified Internal Auditor. Obtained through written examination. <u>OR</u> 3. Completion of the requirements for a degree with major study in accounting, auditing or a related field which includes substantial course work in accounting or auditing, e.g., 15 semester hours, but which does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) the applicant has successfully demonstrated the ability to perform work of the GS-11 or higher grade level in accounting, auditing or a related field, e.g., evaluation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors have determined that the applicant has demonstrated a substantial knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement which is normally associated with successful completion of the 4-year course of study in paragraph A; and (c) except for literal non-conformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.</p>	
<p>Specialized Experience: Must have 36 months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.</p>	
<p>Other Requirements: Must have or be able to acquire a Secret security clearance. Must attach transcripts to job application.</p>	
The following Selective Placement Factors (SPFs) will be considered in the evaluation process	
Element I – Knowledge of the theories, practices, methods, and concepts of accounting techniques.	
Element II – Knowledge of applicable laws, policies, and regulations and internal control programs to ensure that review coverage is appropriate in meeting established objectives.	
Element III – Knowledge to independently plan and conduct functional area reviews and the ability to gather, organize, consolidate, analyze accounting data, and separate essential from non-essential information.	
Element IV – Ability to develop findings and/or reports that clearly identify operational problems and trends; and develop alternatives or solutions to resolve conflicting goals and objectives.	
Element V – Ability to monitor the resolution of problem areas and correction of deficiencies identified.	
Element VI – Ability to develop and/or modify review methods and techniques.	
Employment Conditions	
<ol style="list-style-type: none"> 1. Technicians are paid through direct deposit/electronic funds transfer. 2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government. 3. <u>Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.</u> 4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician. 5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f) 	
<p>Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.</p>	

SUMMARY OF DUTIES

This position is located in the Washington Air National Guard Wing. The purpose of this position is to serve as a Staff Accountant with responsibility for planning, coordinating, and performing comprehensive quality assurance reviews, special studies, and selective internal examinations of base level accounting and financial management programs. Work involves preparing, analyzing, interpreting, presenting, and advising on accounting and financial data. The incumbent concurrently organizes and administers the operation of automated financial systems in support of financial management functions. Provides administrative oversight, and carries out the requirements of a quality assurance and internal review program. Provides technical assistance and advice to the Financial Manager, staff, and other interested parties. Independently conducts various internal control reviews to assess organizational performance. Oversees, establishes, and maintains self-inspection programs and a comprehensive quality assurance plan. Serves as the primary source of expertise on matters regarding automated financial systems. Examines all functional areas and determines the effectiveness of procedures, the integrity of financial and accounting data, and other decision-support criteria used by management. Works closely with the FM staff to target areas for study and review. Serves as focal point for fraud prevention within the FM. Identifies the need for systems changes and conducts tests to ensure changes produce the desired results (e.g., no duplicate payments, collections, reconciliation, etc). Serves as the Work Group Manager (WGM) for FM, in support of the Local Area Network (LAN), mainframe access, Internet services, and end-user software. Cross-feeds various reports and bulletins on a routine basis through various electronic communications (e.g., e-mail, websites, et c), throughout the FM community. Develops and monitors the internal recognition program and assists the FM in nominating deserving personnel for local and higher headquarters awards. Based on study results, determines need for refresher/supplementary training. Researches, develops, modifies, and maintains qualitative and quantitative standards for use in evaluating and monitoring performance indicators. Analyzes and measures the effectiveness and efficiency of financial operations; reliability of financial reporting; compliance with policies, regulations, applicable laws and guidance; and ensures that internal controls are in place. Performs other duties as assigned.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - One of the following: (a) OF 612 "Application for Federal Employment", (b) Personal Resume, with original signature, or (c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. **IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.**
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification" (this form is voluntary)
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. **EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION.** The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: www.washingtonguard.com/HRO.htm

NOTE: Each applicant is responsible for insuring their applications arrive at the Human Resources Office at Camp Murray No Later Than 4:30pm on the closing date, unless submitting forms to the Remote Designee at 141 ARW which will be No Later Than 3:30pm.

Submit forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**
3. College Transcripts MUST be submitted for professional positions or when substituting education for

experience.

4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-8363
DSN 323-8363